

# **JOB ANALYSIS WORKSHOP AND LINKAGE WORKSHOP STAFF SERVICES MANAGER I**

**Date of Study:** July 7 – July 11, 2008

**Collective Bargaining Identification:** S01

**Job Analysis Conducted By:** Marian Dilley, Staff Services Manager I,  
Office of Selection Services  
Susan Trevino, Staff Services Manager I,  
Office of Selection Services

**Number of Incumbents:** There are 314 incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated July 1, 2008.

## **Names of the Subject Matter Expert(s) and their background:**

### **Melanie Costa, Staff Services Manager I, Business Services**

Ms. Costa has been a Staff Services Manager I with the Office of Business Services for 1-1/2 years. She has worked for the CDCR for a total of 4 years.

### **Cathy Ann Intemann, Staff Services Manager I, Division of Juvenile Justice, Health Care Services**

Ms. Intemann has been a Staff Services Manager I with the Division of Juvenile Justice for 2 years. She has worked for the CDCR for 19 years.

### **Leslie Oakley, Staff Services Manager I, Division of Adult Parole Operations**

Ms. Oakley has been with the CDCR for 2 years as a Staff Services Manager I with the Division of Adult Parole Operations.

### **Elaine Alleva, Staff Services Manager I, Folsom State Prison, Employee Relations Office**

Ms. Alleva has been a Staff Services Manager I for 9 years with Folsom State Prison where she worked as the Institutional Personnel Officer and more recently the Employee Relations Officer. Elaine has approximately 26 years of experience working for the CDCR.

### **Tracey Talamantes, Staff Services Manager I, Facility Planning Construction and Management**

Ms. Talamantes has been a Staff Services Manager I for 4 years working for Facility Planning, Construction and Management. She has been with the CDCR for more than 20 years.

**JOB ANALYSIS WORKSHOP AND LINKAGE WORKSHOP**  
**STAFF SERVICES MANAGER I**  
**Page 2**

**Jill Dubbs, Staff Services Manager II, Division of Adult Parole Operations**

Ms. Dubbs has been a Staff Services Manager II for 3 years working in the Office of Budgets and more recently the Division of Adult Parole Operations. In addition, she worked 5 years as a Staff Services Manager I also with the Office of Budgets and has been with the CDCR for a total of 8 years.

**Marilyn Marquez, Correctional Business Manager I, Division of Adult Institutions**

Ms. Marquez is currently working for the Division of Adult Institutions as a Correctional Business Manager I. Her background includes working 3 years as a Staff Services Manager I at the Correctional Institution for Men and the Board of Prison Terms. In addition, she worked 4 years as a Staff Services Manager II also with the Board of Prison Terms. She has more than 25 years of experience working for the CDCR.